



NDSR Project: The Archives and the Born-Digital Asset Life Cycle at the Performing Arts Institution

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<i>Goal Summary</i>	BAM's goal is to survey and inventory all born-digital materials created at BAM and to develop workflows and best practices for assessment and ingest into the BAM Hamm Archives for long-term accessibility and preservation of materials.
<i>Specific Objectives</i>	<p>To survey and inventory the holdings of over 20 years of born-digital materials created and maintained by individual departments at BAM.</p> <p>To research and report on current OAIS model standards related to born-digital materials and write and implement workflows for best practices in collection, assessment, description, transfer, and ingest into collections management and digital asset management systems.</p> <p>To ensure proper transfer and retention of technical metadata inherent in born-digital materials via the PREMIS data model.</p> <p>To implement a gap analysis of basic commercial cloud storage vendors and specialist archival repository services and create a report with recommendations on implementation at BAM.</p>
<i>Timeframe &amp; Deliverables</i>	<p>Overall – 9 months</p> <p>The resident will complete the following activities under the guidance of BAM mentors and archives staff.</p> <p>Months 1-3</p> <p>Using the recently updated records retention schedule, the resident will contact all departments at BAM to conduct interviews to assess born-digital materials created and retained on departmental drives or offline via digital storage media.</p> <p>Deliverables:</p> <p>The resident will then create an organization-wide inventory of born-digital materials held at BAM. S/he will report on findings and make assessments to guide next phase of work.</p>

## Project Months 4-6

Based on the work completed in the first three months of the project, the resident will conduct research to make specific recommendations of best practices and workflows for transfer and ingest of materials into BAM's collections management software and current digital asset management system. S/he will analyze technical metadata of different born-digital formats and report on procedures to ensure proper transfer and retention of metadata during archives acquisition and ongoing digital asset storage. S/he will implement a test case of departmental transfer of born-digital materials with one department for review of workflow and refinement of procedures of materials transfer and description.

### Deliverables:

The resident will deliver a report on procedures and best practices for metadata retention and file transfer for all BAM departments. The resident will outline a proposed workflow for proper transfer of files from various BAM departments to the archives. The resident will document and describe the outcomes from this specific test case of born-digital file transfer and make recommendations for updates and improvements to the proposed workflow. This born-digital materials workflow will be the main deliverable of this phase of the project.

## Months 7-9

In this final stage of project, the resident will focus on the archival requirements of proper stewardship of born-digital assets during the final stages of their lifecycle. S/he will review and assess specialist providers of archival cloud storage management, such as DuraCloud. The resident will conduct a gap analysis of services provided by basic commercial cloud storage providers such as Amazon Web Services and specialist archival cloud storage management such as DuraCloud.

### Deliverables:

Based on this research and assessment, the resident will make recommendations for ongoing repository management. The resident will also provide a clear outline for implementing a service that provides data checksums and data monitoring of stored born-digital data.

### *Resources Required*

BAM will provide a complete workstation for the resident at the BAM Hamm Archives as well as supervision and guidance provided by two full-time archives staff members. The resident will also work extensively with different departments at BAM, including Information Technology, Design, Marketing, Programming, Education & Humanities and BAM Video.

*Context*

BAM's mission is to be the home of adventurous artists, audiences, and ideas. For that reason, the institution's use of the most up-to-date media and technology is a critical component of its ongoing success. The ephemeral nature of performance makes the documentation of the work produced at BAM even more valuable and relevant to artists, scholars, and the general public. BAM has recently made great strides at making its history and archives more accessible. Through the generous support of the Leon Levy Foundation, BAM has been able to digitize and catalog over 10,000 individual productions and 45,000 digital assets. Public access to the archives is being realized this year with the launch of a new publicly accessible website made possible by that grant.

*Required Knowledge and Skills for Resident*

The resident will hold an advanced degree in Library and Information Science. S/he will be professionally focused on archives and/or cultural institutions and their materials. The resident should have a deep understanding of digital preservation methods, media reformatting, open source software, various CMS and DAMS used in education and cultural institutions, and technical and descriptive metadata such as Dublin Core, PBCore, IPTC, and XMP standards. The resident will have an understanding of current OAIS and PREMIS models of preservation.

*Preferred Knowledge or Experience*

The successful resident will also have a strong interest in Brooklyn history and the performing arts. S/he will have familiarity with open source collections management systems such as Collective Access. The ability and experience with creating metadata crosswalks and/or programming ability is a plus.